

Faculty Absence & Substitute Coverage Guidelines

Instruction Type	Substitute	Conditions for Sub Coverage	Student Notification
In-Person Sections	<p>✔ Yes (if 2 days or more)</p>	<p>- Sub provided only if absence is 2 days or more.</p> <p>- If the absence is known in advance to be 2 days or more within the same week, full absence can be subbed.</p>	<p>- Students notified via text by Employee Services.</p> <p>- Instructor should notify class if known in advance.</p>
In-Person Labs	<p>✘ No</p>	<p>- No sub arranged if at least <i>one</i> instructor is present.</p>	<p>- N/A</p>
Distance Education (Hybrid, Virtual Hybrid, Online)	<p>✘ No (unless >4 days)</p>	<p>- No sub for short-term absences.</p> <p>- If absence is more than 4 days, contact administrator; sub may be arranged.</p> <p>- DE Coordinator must add sub to Canvas shell. (Dr. Jose Lopez Mercedes)</p>	<p>- Instructor is responsible for notifying students of absence.</p> <p>- Students will continue asynchronous activities.</p>

	Guidelines for Faculty
Reporting Absences	Submit all In Person absences through the Absence System in the CE System. If you are unable to utilize the system for a last-minute absence, it can be called in. Calls go to voicemail, which is checked during business hours. It is the instructor's responsibility to then, submit the absence through the system. Reporting of an absence is not required for DE sections unless absence will be for more than 4 days.
Reporting Late Arrivals	Late arrivals can be called in. Students can wait in class for up to a maximum of 15 minutes. After that timeframe, class will be cancelled.
DE Sections	Absences of 4 days or less for sections taught in Online, Hybrid, and Virtual Hybrid modalities should not be reported through the Absence System or to Employee Services. Instructors should use Canvas to notify students of any absence and work through the process established by their department. Absences greater than 4 days, should be reported to Employee Services and Administrator.
	Guidelines for Employee Services
In Person	If absence is reported for 2 days or more or if it continues past one day- identify a sub through the Absence System. If class will be cancelled use text system to send a text message to students.
Labs	Ensure one teacher is present in the room, if so, no sub needed. Math Lab at CEC: Direct students to B-109. IA's will help students access materials.
DE Sections	No action needed if absence is 4 days or less. Do not remove class sessions. If absence is greater than 4 days, inform administrator and find a sub. In this case, an email should be sent to Jose Lopez Mercedes (cc: Administrator and instructor of record) asking for sub to be added to the section. Include the sub dates.
Exceptions	CNA and courses with mandatory attendance guidelines should always be subbed. Math Lab at SAC (L-204) : Always notify Dr. Reza Mirbeik and Dr. Miranda. If sub is found by them, they will advise. No further action needed. ESL Lab (D-109) and any HiSET Lab : These labs are not run as a lab with multiple faculty. Please follow standard in person absence procedures. Always sub Saturday or one day a week classes when the absence is received in advance. Last minute absences will result in class cancellation. Computer Lab (E-108) always sub on Mondays and Wednesdays only. Inmate Education Program (IEP) : No subs for any sections.
"No Dock" Requests	Request for "No Dock" pay for FT or PT faculty will require Division Dean approval .
	Guidelines for Administrators
Long Term Subs	Any long-term sub assignments that will be scheduled at the start of a term require VP approval .
Sub Requests	Any sub requests outside of the above guidelines, can be processed by the department. It is the department's responsibility to notify Employee Services, so payment is processed for the sub.